

**FUNERAL DIRECTORS EXAMINING BOARD MEETING**  
**ROOM 291, 1400 EAST WASHINGTON AVENUE, MADISON, WI**  
**CONTACT: JERRY LOWRIE (608) 261-4486**  
**Tuesday, January 20, 2004**  
**9:30 A.M.**

**AGENDA**

1. **CALL TO ORDER**
  - a. Declaration of Quorum
2. Adoption of Agenda
3. Approval of Minutes (12/02/03)
4. Administrative Report
  - a. Jerry Lowrie, Bureau Director
    - i. Board Roster
    - ii. Meeting Dates for 2004
    - iii. To-Do List
    - iv. Summary Reports on Pending Court Cases, Disciplinary Cases and Administrative Rules
5. Election of Officers
5. Travel
  - a. 2004 National Funeral Directors Association NFDA Convention and Expo at the Gaylord Opryland Resort and Convention Center in Nashville, TN, October 17-20, 2004.
6. Legislative Update
  - a.
  - b.
7. Legal Counsel – Jacquelynn Rothstein
  - a. Embalming in Places other than a Licensed Funeral Home-HFS 136.03(2).
  - b. Funeral Directors in charge of more than one Funeral Home.
8. Continuing Education Issues
  - a. Rules and Regulations –Qualified Courses for CE Credits – Rick Unbehaum
  - b. 2004 College & University Programs in Funeral Service Education - Wisconsin
  - c. Use of CE Credit from attending Seminars in Surrounding States for Wisconsin – Barb Showers
9. Examination Issues
  - a. Cheating on Examinations RL 4.07

- b. Practice National Board Examination – Computer Based Format
  - 10. ICFSEB – Strategic Plan
  - 11. Visitors Comments
  - 12. Board Member Activity
  - 13. Practice Questions
  - 14. New Business
  - 15. Presentation of Proposed Stipulations by Division of Enforcement or any that may be Submitted after Mailing of the Agenda
  - 16. Report on Status of Case Closings – Jack Temby
  - 17. **CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.; consider closing disciplinary investigation with administrative warning (s. 19.85(1)(b), Stats. and 440.205, Stats., to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.; and, to confer with legal counsel (s. 19.85(1)(g), Stats.)**
    - a. Monitoring Report
      - i. 01 FDR 020 Todd Mann
    - b. Case Closings and Case Status Report
    - c. Administrative Warning
    - d. Pending Applications that may be Submitted after Mailing of Agenda.
    - e. Deliberation on Administrative Warnings or Proposed Stipulations that may be Signed after Mailing of Agenda
  - 18. **RECONVENE TO OPEN SESSION**
  - 19. Vote on Items Considered or Deliberated Upon in Closed Session, If Voting is Appropriate
- DOE – Signatures for Proposed Stipulations, Orders and Administrative Warnings.
- 20. **ADJOURNMENT**
  - 21. **Next meeting: April 20, 2004**

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FUNERAL DIRECTORS EXAMINING BOARD SCREENING PANEL  
ROOM 291, 1400 EAST WASHINGTON AVENUE, MADISON, WI  
CONTACT: DAVID O'CONNELL (608-261-4490)  
Tuesday, December 2, 2003  
9:00 A.M.

- 1. Call Open Session to Order

2. Convene To Closed Session to consider discipline (s. 19.85(1)(B), Stats., and to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.
  - a. Screen complaints received from the public against credential holders. The panel consists of two Board members and Department Staff.
3. Reconvene to Open Session
4. Vote on Items Considered or Deliberated Upon In Closed Session
5. Adjournment